

**Agency Activity Inventory**  
**by Agency**  
**Appropriation Period: FY 2008-09**

**Agency:** N20 - Law Enforcement Training Council

**Functional Group:** Law Enforcement & Criminal Justice

**1070 Training - Basic/Mandated Activity**

The Basic Training Section develops, coordinates, and delivers training for all mandated training courses (Basic Law Enforcement, Limited Duty, Special Basic, Basic Jail, Basic Tele-Communications and Basic Coroners). Reschedules students who separate from training prior to completion and maintains class files. South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028 legislate and establish regulations that mandate the deliver of statewide Basic and Advanced training for all law enforcement and criminal justice personnel defined in the law.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$2,959,638	\$55,675	\$0	\$0	\$0	\$2,903,963	27.25

**Other Fund - Subfund No & Title:**

3356 Court Fines \$1,903,963; 3673 Sinking Fund \$1,000,000

**Budgetary Program No.:** II.

**Expected Results:**

Law Enforcement personnel are provided validated entry level training designed to instruct knowledge, skills and abilities for the purpose of certifying LE professionals. This training is designed to improve the capabilities of the attending personnel to provide LE services and protection to the citizens of South Carolina.

**Outcome Measures:**

Agency will provide 42 basic level classes. These courses are designed to provide 2,100 to 2,200 training slots producing approximately 1,800-1,900 successful graduates annually.

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**1072 Training -Advanced/Specialized Activity**

The Advanced/Specialized Section coordinates, develops, delivers and registers validated occupational enhancement training in eight ((8)) broad areas of study (behavioral sciences, investigations, traffic safety, physical training, weapons training, Training the Trainer programs, School Resource Officers and domestic violence). South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028 legislate and establish regulations that mandate the deliver of statewide Basic and Advanced training for all law enforcement and criminal justice personnel defined in the law.

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**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$1,168,973	\$451,545	\$200,000	\$0	\$0	\$517,428	14.00

**Other Fund - Subfund No & Title:**

3356 Court Fines \$500,504; 3098 Donations \$16,924

**Budgetary Program No.:** II.

**Expected Results:**

Provide advanced career training opportunities for law enforcement professional designed to improve the attending officers capabilities to serve and protect the citizens of South Carolina.

**Outcome Measures:**

Offer 20-25 training courses multiple times throughout the year resulting in certification, recertification and enhanced training for approximately 1,000 to 1,400 officers.

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**1073 Training - Range Operations Activity**

The main emphasis of the Range Operations activity is to provide firearms, driving and practical problems instruction in the mandated areas of Basic training as well as in-service training in these critical and high liability areas. In addition, Range Operations supports instructor and advanced level courses to include Firearms and Driving Instructor and Advanced Firearms Courses. The Law Enforcement Training Act and Regulations is found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training of all law enforcement officers and/or criminal justice personnel as defined within the law and regulations.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$1,478,793	\$133,620	\$0	\$0	\$0	\$1,345,173	16.00

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**Other Fund - Subfund No & Title:**

3356 Court Fines

**Budgetary Program No.:** II.**Expected Results:**

Provide training in critical and high liability areas such as firearms, driving, and practical problems, training to South Carolina law enforcement officers attending the Academy, to upgrade and professionalize law enforcement in South Carolina, to further the protection and welfare of the citizens of South Carolina, and to provide training and certification of all SC law enforcement officers in an environment conducive to safety and learning.

**Outcome Measures:**

Firearms and driving components of training are successfully completed by all basic law enforcement candidates for certification, approximately 1,200-1,500 annually, in-service and recertification requirements are successfully met for veteran officers and instructors.

**Agency:** N20 - Law Enforcement Training Council**Functional Group:** Law Enforcement & Criminal Justice**1074 Registrar Activity**

The Office of the Registrar serves the South Carolina law enforcement community by providing timely and accurate admissions, registration and officer certification and compliance services. This program area implements and enforces POST (police officer standards) as they relate to the certification and de-certification of SC law enforcement officers and monitors and tracks officer employment, training and certification compliance. Further, this section provides scheduling of facilities, development of the master training schedule for CJA, and assistance and support of advanced and specialized courses. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 thru 23-23-80 and 38-001 through 38-028. The legislation/regulations establishes the purpose of the Criminal Justice Academy through the mandate and provision for statewide basic, advanced and in-service training and certification of all law enforcement officers

**Statewide Result Area:** Improve the safety of people and property**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$691,837	\$0	\$0	\$0	\$0	\$691,837	11.00

**Other Fund - Subfund No & Title:**

3356 Court Fines

**Budgetary Program No.:** I.**Expected Results:**

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A database of law enforcement officer employment and training records is established and maintained throughout the career of the individual officer and is available for review and reference by CJA staff and within limits to the employing agencies administrators and trainers. Internal and External Processes have been and continue to be studied and reviewed, resulting in possible changes in staffing, policies, procedures, forms, and perhaps legislation/regulations. Specific attention is being requested and given to officer misconduct and the adequate, required and protected sharing of information between employing agencies, the Criminal Justice Academy, and other law enforcement agencies (See Certification & Compliance (State Assistance)).

### Outcome Measures:

Approximately 2,000-2,300 candidates/applicants are reviewed for eligibility and screened for admissions each year resulting in some 1,700-1,900 new database files for new officers. These files are added to the more than 14,000 active files which are maintained and kept current as employment and training is tracked for on-going certification, re-certification and de-certification. Approximately 1,700 new certifications are issued annually, and an average of 4,000 certification are renewed. Compared to approximately 1,200-1,500 veteran officers being hired from one department to another annually, there are approximately 3,000 separations from employment. Of those approximately 300 (10%) are unfavorable, inventory and/or involving misconduct. In FY 08-09, the Academy implemented the streamlining of registration documentation, Chapter 38 Regulations review and revision proposal and the transition to automation upgrade and enhancement from the current (LETS) system.

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**Functional Group:** Law Enforcement & Criminal Justice

### 1075 Media/Library Activity

Media Unit produces and delivers via satellite and DVD distribution training to support instructional staff and advanced field training through distance learning programs. This unit is comprised of a media library, video production studio and field production equipment, post-production and editing facilities, CJA website development, and computer based instructional support. This program area is critical and pivotal in cost reduction efforts through conversion of onsite instruction to distance learning formats. Media also includes the CJA Library, which serves students, staff, and the public with reference, audio, and visual material. The IT component maintains the Academy website, network and all IT functions.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

#### FY 2008-09

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$532,287	\$0	\$0	\$0	\$0	\$532,287	7.00

#### Other Fund - Subfund No & Title:

3356 Court Fines

**Budgetary Program No.:** I.

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**Expected Results:**

Adequate in-service, advanced and specialized training opportunities are provided at various sites and formats to ensure and facilitate mandatory requirements for certification renewal in an effort to upgrade and professionalize law enforcement in South Carolina, to further the protection and welfare of the citizens of South Carolina, and to provide training and certification of all SC law enforcement officers in an environment conducive to learning.

**Outcome Measures:**

To produce Legal Update 08-09, CDV Law Enforcement Response, continue the on-going production of the Line-Up series (6 shows), and complete Alzheimer's Training for First Responders telecourse. Anticipating the production of a gang related program, update Radar Recertification, and a new Lidar Recertification. Currently we have 135 broadcast dates scheduled for 08-09. Continue to update needed reference, circulation, and DVD materials in the library.

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**Functional Group:** Law Enforcement & Criminal Justice

**1076 Standards and Testing Activity**

Instructional Standards and Support Services (ISSS) Section is regulatory in nature. Quality assurance of course work afforded to SC Law Enforcement Community relative to content and presentation is the primary responsibility of this section. Each area of primary certification training - Basic Law Enforcement, Basic Jail and E-911 Emergency Telecommunications - is subject to a periodic job-task analysis review in order to ensure that course content is relevant and is meeting stated business necessities. Critical components of ISSS are academic testing, instructional delivery format, accreditation compliance, policy development and administration, departmental lesson plan review/approval, law enforcement instructor credential equivalency review and academic course articulation. The ISSS maintains administration, training development and support for the SC Reserve Police Officers and training support for the SC Constable Basic Training Programs.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$322,917	\$0	\$0	\$0	\$0	\$322,917	5.00

**Other Fund - Subfund No & Title:**

3356 Court Fines

**Budgetary Program No.:** I.

**Expected Results:**

The maintenance of consistency in all training in terms of meeting the stated goal, mission, standards and business necessities of the Academy viewing all in the light of the legal defensibility is central to the core of the function of ISSS. Taken as a whole, the essential functions of ISSS will lend to the enhancement of the security and well-being

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of the citizenry of South Carolina through the quality of training provided to law enforcement officers.

**Outcome Measures:**

The effectiveness of the ISSS in meeting the assigned and stated essential functions will be evident in the increased standardized and consistency of training research, development and delivery for the South Carolina Law Enforcement Community. Central to this will be the on-going collection of courses curricula validation data to assist in the identification of the essential job functions of the various primary certification training programs.

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**Functional Group:** Law Enforcement & Criminal Justice

**1077 Food Service Activity**

Prepares and presents daily meals and breaks for student body and staff involved in the routine, daily training programs and activities on-going at CJA. Daily meals and breaks for Inmate staff and supervisors are also the responsibility of the food service program as is graduation receptions, special luncheons and receptions, and occasional awards functions associated with the CJA mission and staff. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$741,165	\$0	\$0	\$0	\$0	\$741,165	6.00

**Other Fund - Subfund No & Title:**

3356 Court Fines \$541,165; 3805 Misc Revenue \$200,000

**Budgetary Program No.:** I.

**Expected Results:**

Food Service needs which are requested and approved within budget and a reasonable time frame are met and exceeded with more than adequate choices and options and in such a way that complaints and criticism are minimal. Food service support is available and on-going every weekday for 50 of the 52 weeks of the year, excluding: the week of July 4 (Monday - Friday); Thanksgiving Day and the day after (Thursday & Friday); and the week of Christmas (Monday - Friday).

**Outcome Measures:**

Nutritionally balanced meals are served three times daily, Monday through Thursday, and two times on Friday. Meals are hot, fresh, and prepared according to food service recipes, served during published meal times. Health Department inspections, to ensure all sanitation, preparation and food storage requirements are properly handled, are performed and passed on a yearly schedule.

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**Functional Group:** Law Enforcement & Criminal Justice

**1078 Student Housing Activity**

Student Housing provides the daily operations of the Academy's dormitory facilities which provide lodging accommodations for student/trainees, guest instructors, and chaplain at a 360-bed capacity. Also included in the operation is an in-house laundry facility which cleans approximately 5,000 pounds of linen and support articles on a weekly basis; a weekly student linen exchange; the Academy's lost and found; and support to registration and orientation for new trainees. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Law 23-23-10 et. seq. and 38\*001 through 38-028.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$141,811	\$0	\$0	\$0	\$0	\$141,811	2.00

**Other Fund - Subfund No & Title:**

3356 Court Fines

**Budgetary Program No.:** II.

**Expected Results:**

Safe and adequate housing is available for eligible residents (law enforcement candidates/officers) in training at the Criminal Justice Academy for basic and/or in-service training. Student Housing is available and on-going every weekday for 50 of the 52 weeks of the year, excluding: the week of July 4 (Monday - Friday); Thanksgiving Day and the day after (Thursday & Friday); and the week of Christmas (Monday - Friday).

**Outcome Measures:**

Data collection of medical information will be tabulated and analyzed to ensure students' safety in case of emergency. Housing department will be able to tabulate survey results turned in by student trainees who utilize the student area. Student medical forms will be collected and kept on file. The student medical data collected from forms will be cross tabulated and compared for accuracy to ensure best possible safety measures are implemented for students' medical protection. All medical information in written, electronic form H5 will be kept confidential in securely SCCJA facility.

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**Functional Group:** Law Enforcement &

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Criminal Justice

**1079 Facilities Planning & Maintenance Activity**

The Facilities Planning & Maintenance Section is responsible for CJA Capital Improvements and Compliance as well as Facilities Maintenance, plant operations, renovations, repairs and construction at the Academy. In addition, the section provides and maintains a fleet of training vehicles and operates a maintenance garage and range complex support. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. seq. and 38-001 through 38-028.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$1,749,427	\$0	\$0	\$0	\$0	\$1,749,427	8.00

**Other Fund - Subfund No & Title:**

3356 Court Fines

**Budgetary Program No.:** I.**Expected Results:**

In FY08-09, Facilities Management plans to continue the dormitory renovations work and install wireless internet access for student use throughout the dorms. The planned Academy roof project will continue with design and submission to the State Engineer. Plans and design for the Dining Hall renovations, HVAC renovations in the administrative area and renovations to the two story office/classroom area of the Academy will continue. Renovations to the Basic Jail/E-911 facility will be completed.

**Outcome Measures:**

Students will have wireless internet access through out the dorms this FY. The Academy metal roof renovations project will see plans submitted to and approved by the State Engineer. Plans for the Dining Hall renovations, HVAC renovations in the administrative area and the two story office/classroom area will be finalized with at least two projects going to the State Engineer for approval. The new renovated Basic Jail/E-911 facility will be occupied and classes held in FY09.

**Agency:** N20 - Law Enforcement Training Council**Functional Group:** Law Enforcement & Criminal Justice**1080 Homeland Security Activity**

Homeland Security training will improve the state, regional and local capabilities to respond to critical incidents utilizing the National Incident Management System (NIMS) improving interoperability compliance and uniformed response during single



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and multi-jurisdictional events. The Law Enforcement Training Act and Regulations are found in South Carolina Code of Laws 23-23-10 et. And 38-001 through 38-028.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$100,000	\$0	\$100,000	\$0	\$0	\$0	0.00

**Other Fund - Subfund No & Title:**

**Budgetary Program No.:** II.

**Expected Results:**

Improved command and control during critical incidents involving single and multi-jurisdictional events utilizing the Incident Command System (ICS) ensuring coordinated communication and response methodology.

**Outcome Measures:**

The Agency was awarded a grant to provide Specialized Law Enforcement Training and Exercises throughout South Carolina. Courses and facilities will be identified, scheduled and advertised, students registered and courses delivered.

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**Functional Group:** Law Enforcement & Criminal Justice

**1752 Administration**

Provides administrative services to the Academy by: promoting leadership and guidance, utilizing technology to improve business processes, ensuring we have a knowledgeable workforce, managing facilities in the most effective and efficient way. South Carolina Code of Laws Title 23.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Administration

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non-Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$970,916	\$0	\$0	\$0	\$0	\$970,916	14.00

**Other Fund - Subfund No & Title:**

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3356 Court Fines

**Budgetary Program No.:** I.

**Expected Results:**

Administrative policies and procedure are followed consistently throughout the Council. Analysis, data, and information is disseminated on a timely basis; external entities receive accurate and timely data; workforce is well informed and knowledgeable of all administrative requirements.

**Outcome Measures:**

Administrative policies and procedures are followed consistently through the Agency. Analysis, data and information is disseminated to Divisions on a timely basis; external entities receive accurate and timely data; workforce is well informed and knowledgeable of all administrative requirements.

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**Functional Group:** Law Enforcement &  
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**1753 Certification/Non-Compliance Support**

Certification & Compliance (State Assistance) supports screening and review of candidates for law enforcement training and certification as well as the collection and monitoring of reported information surrounding both voluntary and involuntary separations of veteran officers. Special focus and attention is being given to officer misconduct and certification eligibility as provided in the SC Code of Laws and Regulations, - 23-23-10 through 23-23-80 and 38-001 through 38-028.

**Statewide Result Area:** Improve the safety of people and property

**Strategy:** Provide for the preparation and prevention of criminal activities and natural and/or man-made events.

**FY 2008-09**

<b>Total</b>	<b>General Funds</b>	<b>Federal Funds</b>	<b>Health / Non- Recurring</b>	<b>CRF</b>	<b>Other Funds</b>	<b>FTEs</b>
\$96,484	\$96,484	\$0	\$0	\$0	\$0	3.00

**Other Fund - Subfund No & Title:**

**Budgetary Program No.:** I.

**Expected Results:**

Additional employees are needed to provide adequate support of the monitoring and facilitation of certification and compliance laws, regulations and guidelines. Increased effort and assistance is being afforded to gathering, organizing and presenting information to support review and determination of eligibility or ineligibility for certification as a law enforcement officer in South Carolina.

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**Outcome Measures:**

Approval and funding has been provided for a smooth transition to automation upgrade and enhancement from the current system. Significant overall upgrade, supplement and/or replacement of automation and technology is in progress to include a document management system to more efficiently collect, organize, manipulate and monitor employment, training and certification eligibility and compliance of more than 14,000 active law enforcement officers in SC.

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**AGENCY TOTALS**

*Law Enforcement Training Council*

<b>TOTAL AGENCY FUNDS</b>	<b>TOTAL GENERAL FUNDS</b>	<b>TOTAL FEDERAL FUNDS</b>	<b>TOTAL OTHER FUNDS</b>
\$10,954,248	\$737,324	\$300,000	\$9,916,924
	<b>TOTAL HEALTH/NON-RECURRING FUNDS</b>	<b>TOTAL CAPITAL RESERVE FUNDS</b>	<b>TOTAL FTEs</b>
	\$0	\$0	113.25